



STATE OF UTAH - DEPARTMENT OF ADMINISTRATIVE SERVICES

Division of Facilities Construction and

DFCM

Request for Proposals for Design/Build Services Stage 2

Value Based Selection Method

(Date)

(Project Title)

DFCM Project No. (project number)

TABLE OF CONTENTS

	<u>Page Numbers</u>
Title Sheet	1
Table of Contents	2
Invitation to Submit Proposals	3
Additional Project Description	4
Procurement Process	5
Project Schedule	10
Proposal Form	11
Bid Bond	12
Contractor's Sublist Form	13
Fugitive Dust Plan	16
Design/Build Agreement	23
Performance Bond	40
Payment Bond	41
Change Order Form	42
Certificate of Substantial Completion (<i>Performance Specifications, etc.</i>)	43

Stage 1 of the Design/Build RFP is incorporated by reference. The requirements and results of Stage 1 are also made a part of Stage 2.

Current copies of the following documents are hereby made part of this Request for Proposals for Design/Build Services. These documents are available on the DFCM web site at <http://dfcm.utah.gov> or are available upon request from DFCM.

DFCM Design Manual dated May 25, 2005

DFCM General Conditions dated May 25, 2005

DFCM Application and Certificate for Payment dated May 25, 2005

The Agreement and General Conditions dated May 25, 2005 have been updated from versions that were formally adopted and in use prior to this date. The changes made to the General Conditions are identified in a document entitled Revisions to General Conditions that is available on DFCM's web site at <http://dfcm.utah.gov>

INVITATION TO SUBMIT PROPOSALS

**ONLY DESIGN/BUILD TEAMS PREVIOUSLY SHORT-LISTED DURING
STAGE I ARE ALLOWED TO SUBMIT ON THIS PROJECT**

The State of Utah - Division of Facilities Construction and Management (DFCM) intends to hire a Design/Build Team comprised of a General Contractor supported by subcontractors and an A/E with supporting technical consultants to design and construct the following project:

Project Name: _____

DFCM Project No: _____

The project estimated cost if \$ _____. This design/build project will include _____

	Company	Contact	Fax
•			
•			
•			

The Stage 2 RFP documents will be available on _____ *in hard copy or electronic format* from DFCM at 4110 State Office Building, Salt Lake City, Utah 84114, telephone (801)538-3018 and on the DFCM web page at <http://dfcm.utah.gov>. For questions regarding this project, please contact _____, Project Manager, DFCM, at (801) _____. No others are to be contacted regarding this project.

A **MANDATORY** pre-proposal site meeting will be held at _____ AM/PM on _____ at _____. All short listed Contractors and Architects wishing to bid on this project must attend this meeting.

The proposal documents that are requested in the RFP must be submitted to DFCM at 4110 State Office Building, Salt lake City, Utah 84114 by the dates and times shown in the Project Schedule.

A bid bond in the amount of five percent (5%) of the proposal amount, made payable to the Division of Facilities Construction and Management on DFCM's bid bond form, shall accompany the proposal.

The Division of Facilities Construction & Management reserves the right to reject any or all proposals or to waive any formality or technicality in any bid in the interest of the State.

DIVISION OF FACILITIES CONSTRUCTION AND MANAGEMENT
SUSAN L. SMITH, CONTRACT COORDINATOR
4110 State Office Bldg., Salt Lake City, Utah 84114
Telephone: (801) 538-3260

ADDITIONAL PROJECT DESCRIPTION

(Include in this area a more definitive description of the project and incorporation by reference, as applicable, of other documents such as a master plan, building program, site and utility surveys, geotechnical report, etc.

Include any additional detail regarding project specific risk factors as appropriate.)

PROCUREMENT PROCESS

In addition to the procurement process requirements outlined in the Stage 1 RFP documents and addenda, the following procedures and requirements will apply to the final selection of the Design/Build Team offering the best value to the State.

1. **Pre-Proposal Meetings**

(Identify and describe any pre-proposal meetings and meetings / interviews with users. This should include an indication of the purpose of the meetings and who is invited or required to attend.)

2. **Last Day to Submit Questions**

All questions must be received at the office of DFCM no later than the date and time listed on the Project Schedule. Questions must be submitted in writing to _____ at DFCM.

3. **Time**

One of the selection criteria will be proposed contract time. The Design/Build Team will include in the management plan the schedule for completing the work including any items required by DFCM or the agency. A completion date prior to _____ is requested but not mandatory.

It is anticipated that a contract will be given to the contractor for signature within _____ days of the selection announcement. This time will be used to negotiate the final contract and must be allowed for in the team's proposed schedule. The actual notice to proceed will be based on how quickly the contractor returns the contract and the required bonds. The actual completion date will be based on the contractors proposed schedule and the date the contractor received the contract for signature.

All plans, schedules, and the cost proposals are required to reflect the project design and construction time. Non-compliance with the schedule will not result in automatic disqualification; it will be evaluated by the Selection Committee in determining the final selection.

4. **Design Proposal**

The following is a list of all items to be submitted by the Design Proposal due date:

- Presentation Boards (one of each required drawing). Each board will be 24" x 36".
- Required Drawings (6 sets). Each drawing sheet will be sized sufficient to demonstrate the detail of the drawings.
 - Site Drawing, including but not limited to:
 - Plan showing all site development: building footprints and floor elevations, roads, parking, drainage - Scale 1"=50'-0" (minimum).

- Circulation showing entries, exists, service access, site fire access lane, pedestrian paths, building entries, Scale 1"=50'-0" (minimum).
- Landscaping, Scale 1"=50'-0" (minimum).
- Floor Plans for each floor of the building(s), Scale 1/8"=1'-0" (minimum).
- Elevations, including but not limited to:
 - All four elevations of the building(s), Scale 1/8"=1'-0" (minimum).
 - Unique elevations of other sections of the building(s), Scale 1/8"=1'-0" (minimum).
- Transverse and longitudinal sections, Scale 1/8"=1'-0" (minimum).
- Details as required to show design approach, and to demonstrate quality.
- One perspective view drawing
- Complete outline specifications (6 sets)
- Adequate narrative description of each system (electrical, mechanical, plumbing, structural, security, etc. (6 sets)
- A complete list of exclusions or exceptions from requirements listed in the requirements of the projects.

5. Final Management Plan

The Design/Build Team shall submit seven (7) copies of a Final Management Plan by the time indicated on the Project Schedule. The Final Management Plan is an update and refinement of the Preliminary Management Plan. It should demonstrate how the Design/Build Team is organized, the role of team members, and how the team will work together to achieve the objectives of the project. It should identify decision making authority and point of contact.

The Final Management Plan should address how the Team will accomplish the objectives of the project, mitigate the project risks that are noted in the RFP as well as others identified by the Team, and address any other selection criteria not addressed elsewhere in the Team's submittals. It should include information on how the construction will be managed and address items such as security and safety controls, staging areas, delivery routes, crane locations, and interfaces required at the site with the using agency or institution. A project schedule should be included indicating how the Team will accomplish the desired completion timeframe.

The Final Management Plan should be concise yet contain sufficient information for evaluation by the Selection Committee.

6. Updated Statements of Qualifications

The design/build team shall provide seven (7) copies of the statements of qualification. The updated statement of qualifications is only required if there are any new members or change in members of the design build team. The format should follow that in stage 1.

7. Cost Proposal

Cost Proposals are required to be within the stated design/build budget of \$_____. Before submitting a proposal, each Design/Build team shall carefully examine the RFP, visit the site of the Work, fully inform themselves as to all existing conditions and limitations, and shall include in the Cost Proposal the cost of all items required by the RFP. The Team is responsible for complying with all applicable laws, building codes, rules and regulations.

The Cost Proposal, bearing original signatures, must be typed or handwritten in ink on the cost proposal form provided in the RFP and submitted in a sealed envelope at the location specified below prior to the deadline for submission of cost proposals indicated on the Project Schedule.

Bid bond security, in the amount of five percent (5%) of the proposal amount, made payable to the Division of Facilities Construction and Management, shall accompany the Cost Proposal. THE BID BOND MUST BE ON THE BID BOND FORM PROVIDED IN THE PROCUREMENT DOCUMENTS IN ORDER TO BE CONSIDERED AN ACCEPTABLE PROPOSAL.

If the bid bond security is submitted on a bid bond form other than DFCM's required bid bond form, and the bid security meets all other legal requirements, the contractor will be allowed to provide an acceptable bid bond by the close of business on the next business day following notification by DFCM of submission of a defective bid bond security. NOTE: A cashier's check cannot be used as a substitute for a bid bond.

Cost Proposals will be accepted at the office of DFCM, 4110 State Office Building, Salt Lake City, UT 84114. Late proposals will be disqualified and returned to the proposer unopened. It is your responsibility to allow for the time needed to park on Capitol Hill as recent construction activity has made the parking more difficult. Identification is required to enter the building. One copy of the cost proposal is required.

8. Cost and Scope Adjustment Proposals

Design/Build Teams may submit Cost and Scope Adjustment Proposals with the Final Management Plan. Sufficient description of the adjustment as well as the impact on the Cost Proposal must be provided to allow for evaluation by the Selection Committee of the impact on scope, functionality, durability, long term cost efficiency and initial cost. The amount shown on the base Cost Proposal should not include the impact of the Cost and Scope Adjustment Proposals. The Cost and Scope Adjustment Proposals will be evaluated by DFCM and the user to determine if they are potentially acceptable. Prior to the interviews, each contractor will be notified as to which of their Cost or Scope Adjustment Proposals are determined to be potentially acceptable and which ones will not be considered in the selection process. Only those Cost and Scope Adjustment Proposals that are determined to be potentially acceptable may be presented in the interview. Design/Build Teams may

not submit additional Cost and Scope Adjustment Proposals after the deadline. Any new Cost and Scope Adjustment Proposal that is raised in the interview process that was not submitted prior to the deadline will not be considered in the selection process. The Cost and Scope Adjustment Proposals that are accepted will be included in the original contract.

9. Interviews

Interviews will be conducted with each of the finalist Design/Build Teams in which they may present their proposed design, Final Management Plan, Cost and Scope Adjustment Proposals, and schedule. The interview will also provide an opportunity for the Selection Committee to seek clarification of the Design/Build Team's proposal.

The proposed primary project management personnel, including the project manager and architect, should be in attendance. The project manager is the Design/Build Team's representative who will have full responsibility for the design and construction of the project. The project manager has overall job authority, will be in attendance at all job meetings, and is authorized by the contractor to sign any and all change orders in the field, if necessary. Unless otherwise noted, attendance of subconsultants and subcontractors is at the discretion of the Design/Build Team.

The method of presentation is at the discretion of the Design/Build Team. The interviews will be held on the date and at the place specified in the Project Schedule.

10. Selection Criteria

The following criteria will be used in ranking each of the Design/Build Teams. The team that is ranked the highest will represent the best value for the state. The criteria are not listed in any priority order. The Selection Committee will consider all criteria in performing a comprehensive evaluation of the proposal. Weights have been assigned to each criteria in the form of points.

- A. Design Proposal. ____ **POINTS**. The Design/Build Teams design as presented in the drawings and specifications and as clarified in the interviews will be evaluated as to how well it meets the objectives of the project.
- B. Schedule. ____ **POINTS**. The schedule will be evaluated as to how well it meets the objectives of the project. Unless other objectives are stated the shorter the design and construction duration that is evaluated to be feasible while maintaining safety and quality in conformance with the RFP is preferred. The team shall discuss during the interview the project schedule identifying major work items with start and stop dates that are realistic and critical subconsultants and subcontractors and if they have reviewed and agree to the schedule. The overall completion date shown on the schedule will be used in the contract as the contract completion date.

- C. DFCM Past Performance Rating. _____ **POINTS.** The lead construction firm and design firm for each Design/Build Team will be given a past performance rating. The rating will be based first on how well the team members did on past projects with DFCM. If a minimum of three DFCM past performance ratings are not available a rating will be established using any DFCM past performance ratings that are available, supplemented by references supplied by the Design/Build Teams at the time the Statement of Qualifications and Organization is submitted.
- D. Strength of Team. _____ **POINTS.** Based on the Statements of Qualifications, Final Management Plan, and the interview, the Selection Committee shall evaluate the expertise and experience of the team and the project lead as it relates to this project in size, complexity, quality, duration, etc. Consideration will also be given to the strength brought to the team by critical consultants/ subcontractors including how they were or will be selected and the success the team has had in the past in similar projects. The Selection Committee will also evaluate how the members of the Design/Build Team will work together to achieve project objectives. This will include any experience the team members have in working together.
- E. Project Management Approach. _____ **POINTS.** Based on the information provided in the Final Management Plan and information presented in the interview, the selection team will evaluate how each team plans to design and construct the project in the location and time frames presented. The Selection Committee will also evaluate the degree to which risks to the success of the project have been identified and a reasonable solution has been presented. This will include how the Team proposes to keep the site safe and minimize disruption while moving material and people into and out of the site.
- F. Cost. _____ **POINTS.** The team's proposal will be considered with all other criteria to determine the ranking of the firm. This may include consideration of any cost and scope adjustment proposals.

The following criteria are project specific. They are added to the above criteria in determining the selection that represents the best value for the state.

(Place project specific criteria here - this may include such things as materials, specific experience, keeping parts in operation etc. - _____ POINTS.)

TOTAL POSSIBLE POINTS: _____ **POINTS.**

**Division of Facilities Construction and****PROJECT SCHEDULE**

PROJECT NAME:				
DFCM PROJECT NO.				
Event	Day	Date	Time	Place
Request for Proposals Available				DFCM, 4110 State Office Bldg, SLC, UT and DFCM web site *
Mandatory Pre-Proposal Site Meeting				
Visits with DFCM -Users				
Last Day to Submit Questions				
Final Addendum Issued				
Prime Contractors Turn In Cost Proposals and Designs	Tues, Wed, or Thurs		12:00 Noon	DFCM, 4110 State Office Bldg, SLC, UT
Subcontractor List Due	Wed, Thurs, or Fri		12:00 Noon	DFCM, 4110 State Office Bldg, SLC, UT
Statements of Qualifications and Management Plans Due	Tues, Wed; or Thurs		12:00 Noon	DFCM, 4110 State Office Bldg, SLC, UT
Interviews				
Announcement				
Completion of Construction				

* DFCM's web site address is <http://dfcm.utah.gov>



STATE OF UTAH - DEPARTMENT OF ADMINISTRATIVE SERVICES

Division of Facilities Construction and Management

DFCM

COST PROPOSAL FORM

NAME OF PROPOSER _____ DATE _____

To the Division of Facilities Construction and Management
4110 State Office Building
Salt Lake City, Utah 84114

The undersigned, responsive to the "Notice to Design/Build Teams" and in accordance with the
"Request for Proposals" for the _____

and having examined the Contract Documents and the site of the proposed Work and being familiar
with all of the conditions surrounding the construction of the proposed Project, including the
availability of labor, hereby proposes to furnish all labor, materials and supplies as required for the
Work in accordance with the Contract Documents as specified and within the time set forth and at the
price stated below. This price is to cover all expenses incurred in performing the Work required under
the Contract Documents of which this bid is a part:

I/We acknowledge receipt of the following Addenda: _____

For all work shown on the Drawings and described in the Specifications and Contract Documents, I/we
agree to perform for the sum of:

_____ DOLLARS (\$_____))
(In case of discrepancy, written amount shall govern)

I/We guarantee that the Work will be Substantially Complete within _____ calendar days
after receipt of the Notice to Proceed, should I/we be the successful proposer, and agree to pay
liquidated damages in the amount of \$_____ per day for each day after expiration of the
Contract Time as stated in Section 4.2 of the Design/Build Agreement.

This bid shall be good for 45 days after bid opening.

Enclosed is a 5% bid bond, as required, in the sum of _____

The undersigned Contractor's License Number for Utah is _____.

PROPOSAL FORM
PAGE NO. 2

Upon receipt of notice of award of this bid, the undersigned agrees to execute the contract within ten (10) days, unless a shorter time is specified in the Contract Documents, and deliver acceptable Performance and Payment bonds in the prescribed form in the amount of 100% of the Contract Sum for faithful performance of the contract. The Bid Bond attached, in the amount not less than five percent (5%) of the above bid sum, shall become the property of the Division of Facilities Construction and Management as liquidated damages for delay and additional expense caused thereby in the event that the contract is not executed and/or acceptable 100% Performance and Payment bonds are not delivered within the time set forth.

Type of Organization:

(Corporation, Partnership, Individual, etc.)

Any request and information related to Utah Preference Laws:

Respectfully submitted,

Name of Proposer

ADDRESS:

Authorized Signature